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INSTRUCTION

NO. LI 110-100-3

SUBJECT: Correspondence - "Signer's Copy" for Chief or Deputy
Chief of Logistics

1. GENERAL

This Instruction ^{supersedes} implements P&SO Instruction No. 110,
Correspondence Procedure, dated 2 March 1953 and provides for the
preparation of one additional copy of correspondence which is to
be signed by the Chief or Deputy Chief of Logistics.

2. PROCEDURE:

a. One copy of all correspondence prepared for the signature
of the Chief and/or Deputy Chief of Logistics will be ^{indicated on} ~~reserved for~~
the "signer's copy".

b. The "signer's copy" will be in addition to the usual
number of copies required and it will be typed on white tissue.

c. When assembling correspondence, the "signer's copy" will
be placed on the bottom of other copies. After the correspondence
has been logged-in through the Logistics Registry, signed, and
dated, the "signer's copy" will be removed and filed in the Office
of the Chief of Logistics to be used as a ready reference file.

FOR THE CHIEF OF LOGISTICS:

Chief, Administrative Staff

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LO/AS/JDD:mel